



COUNTY OF SAN DIEGO
Great Government Through the General Management System – Quality, Timeliness, Value
DEPARTMENT OF HUMAN RESOURCES

CLASS SPECIFICATION

CLASSIFIED

SHERIFF'S DETENTIONS NURSE

Class No. 004548

■ CLASSIFICATION PURPOSE

Under general supervision to provide skilled nursing care to individuals detained in a Sheriff's Detention facility; and to perform related work.

■ DISTINGUISHING CHARACTERISTICS

Sheriff's Detentions Nurse is an entry/journey level professional registered nurse class allocated only to the Sheriff's Department. Incumbents independently perform the full scope of medical and mental health nursing functions within the department. Incumbents must operate under established procedures and protocols, Standardized Nursing Procedures, and within the legal scope of practice as described by applicable state laws, department rules, regulations and policies. This class provides routine and emergency nursing services to inmates of detention facilities operated by the Sheriff's Department.

This class differs from the next higher class, Sheriff's Detention Supervising Nurse, in that the supervising nurse is responsible for supervising all nursing services within a detention facility on a 24-hour, seven day a week basis.

■ FUNCTIONS

The examples of essential functions listed in the class specification are representative but not necessarily exhaustive or descriptive of any one position in the class. Management is not precluded from assigning other related functions not listed herein if such duties are a logical assignment for the position.

Essential Functions:

1. Prior to administering any treatment or medication, conducts a thorough assessment of the primary medical or psychological complaints and basic symptoms of communicable diseases.
2. Performs assessment of patients to make initial determination of patient condition, need for treatment, medications, and/or MD, Psychiatric, Dental referrals.
3. Conducts a thorough technical assessment: blood pressure, temperature, pulse, height, weight, venipuncture, urine tests, pregnancy tests, blood glucose, PPD placements, injections and inoculations according to nursing protocols.
4. Responds promptly to facility emergencies with appropriate emergency response equipment and in accordance with appropriate mental and medical health protocol.
5. Implements the proper sequence of isolation in the jail system when there are possible contagious or suspected cases.
6. Plans and provides direct nursing care (RN and MD S/C) and treatment in accordance with established Standardized Nursing Procedures (SNP), and Sheriff's Medical Services Departmental policy and procedure.
7. Dispenses, prepares and administers immunizations and medications (unit doses, liquid and powder form) according to protocol.
8. Utilizes medical cart for dispensing medication in house units that may involve walking distances.
9. Performs intake gate assessments to determine acceptability of newly arrested individuals into the jail system.
10. Performs detoxification and safety cell assessments with appropriate documentation in the medical charts.
11. Identifies basic medical indications of alcoholism and drug (substance) abuse and their overdose signs and symptoms.
12. Provides appropriate patient education according to Standardized Nursing Procedures (SNP's).
13. Accurately follows oral and written instructions, including physician orders, Standardized Nursing Procedures (SNP's), clinical protocols, and orders for treatment.

14. Prepares the Medication Administration Record (MAR's) appropriately and completely following procedure.
15. Interprets and complies with laws, rules, regulations, protocols, and procedures to include security requirements applicable to detention facility settings.
16. Documents medical charts, all patient information and follows physician's written orders.
17. Maintains patient confidentiality.
18. Maintains accurate records (name and booking numbers) and documentation of patient treatments, immunization and lab results according to standard medical record keeping.
19. Identifies normal and abnormal laboratory results and uses common current medical terminology appropriately in written documentation and verbal reports.
20. Uses and cares for medical equipment used in a clinical and dispensary setting, i.e. EKG machine, Glucometer, Exam Table, Spirometer, Peak Flow Meter, Pulmonaide, Pulse Oximeter and IVAC.
21. Performs administrative assignments such as filing, answering phones, typing and maintenance of records for the purpose of maintaining statistical logs for the unit.
22. Uses office equipment for administrative purposes.
23. Upon receipt of Jail Information Management System (JIMS) training can successfully perform common computer functions, i.e. retrieve documents, write monthly, weekly or daily reports, input accurate information, access appropriate existing distribution lists; and send all reports within acceptable time frames.
24. Provides courteous, high quality service to inmate patients and members of the public by personally responding to requests for service or appropriate referral.

■ KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of:

- State of California laws and regulations for the nursing profession specific to the Nurse Practice Act.
- Registered nurse principles, procedures and techniques used in the care and treatment of medical and psychiatric inmates/patients.
- Medical and psychological terminology.
- Standard medical documentation and record keeping.
- Basic symptoms of medical, emotional and mental disorders.
- Basic symptoms and treatment of alcoholism and drug abuse (including overdose), communicable diseases, and public health outbreaks.
- Medical and psychiatric emergency procedures.
- Laboratory results and common current medical terminology.
- Control, preparation and administration of medications.
- Common drugs and medications used and the inmate/patient response, common drug interactions, and allergic responses.
- Common drugs and medications used for birth control, communicable diseases, immunizations, allergies, cardiovascular conditions, and substance overdoses, including their contraindications and normal and abnormal results.
- Current standard asepsis protocols, awareness of Universal Precautions, and Bloodborne Pathogen procedures.
- Proper handling and administering of biologicals.
- Basic computer programs.
- Regulations pertaining to psychiatric nursing, basic behavioral symptoms and indications of mental disturbance and emotionally disturbed inmate/patient specific to Title 15 of the California Health and Safety Code.
- Courteous, respectful treatment of inmate patients, representative of outside agencies and members of the public.

Skills and Abilities to:

- Effectively communicate with and gain the cooperation of patients of various social, cultural, economic and education backgrounds.
- Learn and comply with laws, rules, regulations, protocols, and procedures, including security requirements applicable to detention facilities, including California Health and Safety Code, Title 15, and others established by the Sheriff's Department.
- Work cooperatively with other health care providers and other staff in a multidisciplinary treatment setting.
- Clearly and accurately document inmate/patient information in the medical record including physicians orders, follow-up from test results, consultations (on/off site), inmate/patient referrals, and other care and treatment communication(s).
- Gain cooperation of inmates/patients in treatment and follow-up care.
- Use professional judgment to ascertain and apply appropriate intervention techniques with inmates/patients in crisis.

- Conduct and assist in formal and informal individual and group discussion sessions.
- Maintain inmate/patient confidentiality.
- Operate personal computer.
- Communicate effectively with a variety of individuals representing diverse cultures and backgrounds and function calmly in stressful situations, which require a high degree of sensitivity, tact and diplomacy.
- Assess the customer's immediate needs and ensure customer's receipt of needed services through personal service or referral.
- Provide prompt, efficient and responsive service.
- Exercise appropriate judgment in answering questions and releasing information; analyze and project consequences of decisions and/or recommendations.

■ EDUCATION/EXPERIENCE

Education, training, and/or experience that demonstrate possession of the knowledge, skills and abilities listed above. An example of qualifying education/experience is:

1. Graduation from an accredited school of nursing is required, AND, some experience or coursework in the area of psychiatric nursing, and/or correctional nursing is highly desirable.

■ ESSENTIAL PHYSICAL CHARACTERISTICS

The physical characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of the classification(s). Reasonable accommodation may be made to enable an individual with qualified disabilities to perform the essential functions of a job, on a case-by-case basis.

Constant: repetitive use of hands, simple and power hand grasping, fine manipulation of hands, pulling and pushing of hands, and reaching above and below shoulder level, walking, standing, bending of neck and waist, and kneeling. Frequent: climbing and twisting of neck and waist. Manual dexterity which includes the ability to give successful injections and inoculations, initiate an I.V. Operate assigned equipment and machinery. Manipulate heavy, large jail keys to include the opening and closing of heavy metal jail doors.

■ SPECIAL NOTES, LICENSES, OR REQUIREMENTS

License

Current Registered Nurse license issued by the State of California. Failure to maintain such license may be cause for dismissal. Current California Class C driver's license or the ability to arrange transportation for field travel may be required at time of appointment.

Certification/Registration

Advanced Cardiac Life Support (ACLS) within six (6) months of appointment and a current CPR card is required by the time of application. Failure to maintain such certifications may be cause for dismissal. Correctional Health Care Professional (CCHP) and current Advanced Trauma certifications are highly desirable.

Working Conditions

Incumbents work in all detention facilities. Subject to weekend work, standby and emergency call back. May be subject to verbal and physical abuse from inmates/patients. May be exposed to contagious diseases.

Background Investigation

Must have a reputation for honesty and trustworthiness with no felony convictions. Convictions may be disqualifying depending on number, severity, and recency. Prior to appointment candidates offered employment in Sheriff's Department facilities are subject to a background investigation that will include a polygraph examination.

Probationary Period

Incumbents appointed to permanent positions in this class shall serve a probationary period of twelve (12) months (Civil Service Rule 4.2.5).

New: July 13, 1990
Revised: August 30, 2002
Reviewed: Spring 2003
Revised: Fall 2003
Revised: March 15, 2004

Sheriff's Detentions Nurse (Class No. 004548)

Union Code: RN

Variable Entry: Y